



# INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

## Chair's Corner



I am happy to serve the rest of Vince Howie's term as Chair of the Oklahoma Federal Executive Board (FEB).

Vince is leaving us to accept a position at the Pentagon this month. I want to thank him for the

leadership he provided during his term and applaud his efforts resulting in the initiatives we accomplished during that time. We all wish him well.

I have been involved with Federal Executive Boards in other areas, in addition to Chairing the Minnesota FEB while in the Twin Cities area. I have served on the FEB's Executive Policy Council since coming to Oklahoma, and was honored to be elected as Vice Chair this fiscal year. This longstanding FEB involvement has provided a familiarity of Federal Executive Boards, operating differently nation wide, yet providing value in their respective areas.

This year's strategic planning for the Oklahoma FEB includes objectives to lead to:

- An informed government workforce
- Professional development
- Workforce safety and security
- Interagency collaboration
- Community connection
- And emergency preparedness and response awareness.

This is an extremely busy time in our country, for our federal community and for our Federal Executive Board.

During May, we will celebrate Public Service Recognition Week (May 4-10, 2003) with the following events:

- Awards Banquet: Monday, May 5<sup>th</sup>, Tinker AFB
- Government on Display: Friday, May 9<sup>th</sup>, Crossroads Mall, Oklahoma City

In addition, the FEB will host:

- The fifth training day in our Leadership Development Series. This particular training is focused on results, scheduled for May 14<sup>th</sup>. A registration form is provided on page 10 if you have not yet taken advantage of this local training opportunity.
- The second luncheon in a series, providing information on the President's Management Agenda. The luncheon is scheduled for May 21st, a registration is provided on page 9 for your convenience.

I look forward to working more closely with all of you during the upcoming months!

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THE WHITE HOUSE  
WASHINGTON

April 4, 2003

I send greetings to those celebrating Public Service Recognition Week.

Public service is vital to the American character. Americans realize that giving something back to our communities strengthens our country and fulfills our obligation to serve a greater cause. Our Nation is deeply indebted to the men and women who devote themselves to public service through their careers.

Every day across America, government employees at the Federal, State, and local levels carry out countless responsibilities that help protect our homeland, maintain critical services, ensure economic growth, and strengthen our national security. With the creation of the Department of Homeland Security, more than 170,000 dedicated public servants are now tasked with the overriding mission of protecting their fellow Americans from terrorism. These individuals serve our citizens and help make our government more efficient and effective.

Over the last two years, my Administration has taken significant action to encourage public service and civic engagement. Americans have responded with an outpouring of kindness and volunteer service that is transforming our Nation, one heart, one soul at a time. Through the USA Freedom Corps, we continue to mobilize our citizens and provide opportunities for individuals to improve their communities by serving in local schools, libraries, police and fire departments, places of worship, and hospitals. We are grateful for these dedicated citizens and for all public servants who touch lives, inspire others, and help us realize the promise and potential of our great Nation.

Laura joins me in sending our best wishes for a wonderful week.



**SPOTLIGHTING INFORMATION --**  
**Did you Know?...**

**GAO Identifies Important Human Capital Strategies of Agencies**

<http://www.fpmi.com/FedNews/DailyNews.html>  
FedNews OnLine

The General Accounting Office recently reported to congressional subcommittees on key agency actions taken to integrate human capital approaches with their strategies for accomplishing organizational missions. GAO also investigated agency actions to shift the focus of their human capital office from primarily compliance activities to consulting activities.

GAO identified six executive branch agencies that had taken key actions to integrate their human capital approaches with strategic planning and decision making: the Federal Emergency Management Agency, the General Services Administration, the Internal Revenue Service, the Social Security Administration, the Coast Guard and the U.S. Geological Survey.

GAO found that:

- Agency leaders included human capital leaders in key agency strategic planning and decision making and, as a result, the agencies engaged the human capital organization as a strategic partner in achieving desired outcomes relating to the agency's mission.
- Human capital leaders took actions to transform the agencies' human capital organizations by establishing clear human capital strategic visions, restructuring their organizations and improving the use of technology to free organizational resources. Human capital leaders also promoted a transition to a

larger strategic role for human capital professionals with their focus being more on consulting rather than compliance activities. The human capital profession is in transition from valuing narrowly focused specialists to requiring generalists, who have all the skills necessary to play an active role in helping to determine the overall strategic direction of the organization.

- Jointly, agency leaders and human capital leaders are having human capital professionals and agency line managers share the accountability for successfully integrating strategic human capital considerations into agency strategic planning and decision making.

The report, "Selected Agency Actions to Integrate Human Capital Approaches to Attain Mission Results," (GAO-03-446), is available at [www.gao.gov](http://www.gao.gov).

**Oklahoma FEB hosts May luncheon on Human Capital Strategies**

Since this topic is one of the President's Management Agenda items, and an area in which federal agencies will be evaluated, the Oklahoma Federal Executive Board will host a luncheon to provide additional information to federal leaders, managers, and HR professionals.

A representative from the Office of Personnel Management's Dallas Field Office will provide information to outline the evaluation process so agencies can be prepared and proactive in their approach.

The luncheon is scheduled for May 21, 2003, from 11:30am – 1:00pm at the Holiday Inn, 6200 N. Robinson, OKC. A registration form is at page 9 for your convenience.



## Public Service Recognition Week 2003

Activities in honor of the 19th annual Public Service Recognition Week (PSRW) will be held May 5-11, 2003, in cities and towns across the country. The theme ..... "Celebrating Government Workers Nationwide"

Every day, you and your colleagues work in thousands of ways to support the strong fabric of American life. Now, more than ever, it's important to acknowledge the valuable contributions of public employees at all levels of government. From astronauts to zoologists, all those who have chosen careers in public service deserve our respect. This once-a-year opportunity to show appreciation to public servants includes a wide range of activities - festivals, parades, essay contests, community clean-up days, and charity fundraising events - that also invite the general public to learn more about public service. Sponsored by the Public Employees Roundtable, PSRW has received the support of the president, members of Congress, and officials from all levels of state and local government.

The Week is quickly approaching so if you have not already made your plans, please do so soon. The Roundtable has a variety of resources to offer on their website at [www.theroundtable.org](http://www.theroundtable.org). There you will find publications to download such as the How to Celebrate Handbook, Teacher's Kit, and the new Media Toolkit. On the site you will also find President Bush's statement of support for this year's celebration, a link to the PSRW virtual career fair, as well as a section listing events in other areas.

## Public Servants at Your Service in Oklahoma



Date: May 9, 2003

Time: 10:00 am to 4:00 pm

Location: Crossroads Mall -  
Oklahoma City  
I-35 & I-240

Why: Learn More About Services  
Available Through  
Federal - State - County -  
City - Municipal  
Programs

## OVER 50 AGENCIES REPRESENTED

Activities and Information (partial listing):

- JOBS - Photo/Finger Printing for Children
- Flight Simulator
- McGuff the Crime Fighting Dog
- Veterans Services
- Medical Screenings
- Foster Care & Adoption Services
- FAA Air Bear
- Postal Products
- Career Information
- Small Business -

A new addition this year is the opportunity for our agencies and visitors to participate in **Feeding Hope** the Oklahoma City Food Bank's annual food drive. The Food Bank will have one of their tractor trailer rigs set up to collect donations on the northwest parking lot with our large displays. In exchange for donating non-perishable food items, the Food Bank will give away snacks and drinks while supplies last.



*Sponsored by Oklahoma  
Federal Executive Board*





## **U.S. OPM Announces the Results of the 2002 Federal Human Capital Survey**

*Federal workforce focused on mission; Government can make better use of its employees' talents*

During a March 25, 2003, news conference at the National Press Club, the U.S. Office of Personnel Management rolled out the Governmentwide results of the 2002 Federal Human Capital Survey. The presentation was made by OPM Director Kay Coles James and included a presentation sharing information from 100,000 responses from Federal employees across the nation and around the world. "Based on the perception of its employees, the key finding of the report is that Federal employees understand the importance of their work and are focused on mission," said James.

The survey – the largest ever undertaken – assessed whether conditions that characterize high-performance organizations are present within the Federal Government as a whole, as well as, at specific agencies.

OPM will use the survey as one of its tools for assessing an individual agency's progress toward obtaining "green" status on the Strategic Management of Human Capital under the President's Management Agenda. In addition, OPM will use it to ensure agencies are improving their human capital management practices.

Said James: "Senior managers can use the survey to answer the question: What can I do to make my agency better?"

And OPM is inviting and encouraging managers to mine the data, to drill down and figure out what it is telling them about their own operations.

Working with this information and other measures within the Human Capital Assessment and Accountability Framework, agency managers can make a sophisticated assessment of their own human capital management and develop an action plan for improvement.

The key findings from the survey – which include some variation among agencies – include the facts that:

### **The Federal workforce is focused on its mission.**

This finding was among the strongest positives in the entire survey, with 91% believing they do important work, 89% knowing how the work they do relates to their agency's mission, and 81% believing the work they produce is high quality.

In addition, employees attest to a strong spirit of cooperation among their co-workers, which helps them get the job done (80%). And they derive a strong sense of personal accomplishment from their work (70%).

Employees are dissatisfied with their incentives for good performance. While employees believe they are held accountable for results (80%), most are not satisfied with the recognition and rewards they receive for a job well done. They give especially low marks to management's ability to reward good performance.

(These results coincide with findings in OPM's white paper, *A Fresh Start for Federal Pay: The Case for*

Modernization, and recommendations of the Volcker Commission that advancement and compensation should be tied more closely to performance.)

### **A substantial proportion of Federal employees are considering leaving their jobs, is a red flag.**

More than one out of three employees report they are considering leaving their organizations, and 16% say they are planning to retire within the next three years.

### **The Federal Government needs to pay more attention to developing and supporting effective leaders – one of the 5 dimensions of successful human capital management.**

Employees fault their leaders for failing to provide them information they need to be fully effective, and they do not find their leaders to be a source of motivation or inspiration. (Only 43% of employees hold their organization's leaders in high regard.)

The low scores in the leadership dimension suggest that management has not done an adequate job of communicating the overall vision and gaining the trust of employees, with survey results corresponding to findings in other studies, reinforcing the conclusion that addressing weaknesses in the Federal Government's leadership infrastructure is a human capital imperative.

### **Problems surface in the dimensions of talent and knowledge management.**

Two in five employees believe their agencies are effective at obtaining high-quality talent, and they are less likely than their private-sector counterparts to agree that their own skills and abilities are being used as well as they could be, or that they have the opportunities they would like to develop their skills through training and experience.

However, despite these weaknesses, employees believe the Government is up to the challenges before it – 72% agree that the work force has the knowledge and skills necessary to do the job, and they see the skill level of their work units as improving.

### **Federal employees are relatively satisfied with their benefits and, to a lesser extent, their pay.**

Satisfaction with leave policies tops 80%, and 77% of Federal employees indicated satisfaction with the way the Government's policies help them balance work and family issues.

The Government's family-friendly programs are useful in managing retention, as research findings by the Corporate Leadership Council and others confirm.

### **More attention needs to be paid to developing and supporting effective leaders – and to the talent and training of the overall workforce.**

Performance management systems are perceived as weak, and more than one out of three Federal employees say they may leave their job. This red flag reinforces the importance of the president's call for greater focus on strategic management of human capital.

For more information on the survey, you may go to [www.fhcs.opm.gov](http://www.fhcs.opm.gov).



## OPM Director Kay James Kicks-Off E-Scholar Website



Students Gain Instant Access to Scholarships valued over \$400 million at <http://www.studentjobs.gov/e-scholar.htm>

Washington, D.C. -- Office of Personnel Management Director Kay Coles James launched the e-Scholar website on March 28, 2003, one of the critical components of the 24 e-Government programs under President Bush's Management Agenda. The website, linked through OPM's USAJOBS website, contains hundreds of Federal government-funded education scholarships, fellowships, grants, internships, and cooperative programs.

"By providing instant access to Federal educational programs through one website, the opportunities for students interested in serving the nation are instantly available," James said. "This initiative is another important step in President Bush's efforts to make Government more efficient and opportunities more accessible."

New programs are added daily, enabling browsers to find a program that best meets their needs. "E-Scholar offers everything from overseas study programs to scholarships for local colleges and universities," James remarked.

Because of the critical need for new talent, OPM's goal for e-Scholar is to promote a life-long connection between Federal agencies and potential Federal employees. "Within a few short years, a tremendous amount of knowledge will be gone because of retirements; we need to minimize that by encouraging a new generation of leaders to work for the Federal government," remarked James. "This website will provide more exposure to the educational opportunities available by the Federal government and encourage students to consider Federal careers," James said.

## Americans Supporting Our Troops: www.FirstGov.gov Provides Links With Things You Can Do

Washington, DC—Many Americans have expressed their interest in sending messages to the US Troops in Iraq but they don't know where to go to do this. As you may have heard, to protect our troops, the general public is urged NOT to send unsolicited mail, care packages or donations to deployed service members unless you are a family member, loved one or personal friend. So what can you do to support our troops?

Do what actress and producer Shelley Duvall did, go online to [www.FirstGov.gov](http://www.FirstGov.gov), the U.S. Government's official web portal to send your greeting. Duvall said, "I just wanted to get a message to our troops to tell them how much I appreciate what they are doing for all us all. I couldn't find another place to send this message, so I used FirstGov—it's an excellent service."

FirstGov.gov lists various online government services where you can send a message to the troops, sign a general card of support or even buy a much needed phone card so the troops have an easy way to call their loved ones at home.

These services are featured on the FirstGov.gov home page under the heading, "Help Our Troops and the USA" or go directly to <http://www.firstgov.gov/Topics/Help.shtml>.

Citizens who use FirstGov.gov to support the troops should take the time to look at the broad array of services and information available on the site. Through FirstGov.gov, you can find out how you can reach out to military families in your community, send virtual greetings and thanks, or donate calling cards.

FirstGov.gov is the U.S. Government's official Web portal. It connects citizens to over 22,000 federal websites and all of the state government portals as well. Visitors to the site can obtain information, find out about government services and transact business directly online. Currently over 1.3 million visitors come to FirstGov.gov each week.



## Federal Employees Care Council (FECC)

Article written by FECC member, Pam Downs

### Interesting facts about volunteering:

The Bureau of Labor Statistics recently reported that about 59 million people did volunteer work at some point from September 2001 to September 2002. These new data on volunteer service were collected through a supplement to the September 2002 Current Population Survey (CPS). The survey found that slightly more than 1 in 4 persons age 16 and over volunteered.

Some of the highlights from the 2002 data include:

- The volunteer rate was higher among women than men.
- Employed persons were more likely to volunteer than persons who were unemployed or not in the labor force.
- Among persons 25 years of age and over, the volunteer rate of college graduates was four times that of high school dropouts.
- The main organization for which the majority of volunteers worked was either religious or educational/youth-service related.
- Volunteers spent a median of 52 hours volunteering during the year.
- Among the age groups, 35- to 54-year olds were the most likely to volunteer, with 1 in 3 having donated their time. Volunteer rates were lowest among persons age 65 years and over (22.7 percent) and among those in their early twenties (18.2 percent). Teenagers had a relatively high volunteer rate, 26.9 percent, perhaps reflecting an emphasis on volunteer activities in schools.
- Among the age groups, volunteers age 65 and over devoted the most time--a median of 96 hours--to volunteer activities. Those age 25 to 34 years spent the least time, volunteering a median of 34 hours during the year.
- Volunteers performed many different types of activities. Among the more common were teaching or coaching; canvassing, campaigning, or fundraising; collecting, making, serving, or delivering goods; and being a board, committee, or neighborhood association member. Forty-three percent of

volunteers indicated that their activities fell into the "catch-all" category of organizing, supervising, or helping with events or activities.

*The FECC appreciates the willingness of so many Federal employees in the OKC area to volunteer their time; the civic organizations supported also appreciate your efforts. If you're interested in volunteering for one of the sponsored events, contact your agency FECC representative. As a reminder, below are the points of contact in participating Federal agencies:*

|                             |                    |                   |
|-----------------------------|--------------------|-------------------|
| BOP/Federal Transfer Center | Tom Page           | 680-4093          |
| EEOC                        | Kathy Nusz         | 231-5827          |
| FAA/ Aeronautical Center    | Pam Downs          | 954-7957          |
| Federal Executive Board     | LeAnn Jenkins      | 231-4167          |
| FHA                         | Kathy Quinn        | 605-6011          |
| HUD                         | Luciann Whitthorne | 553-7405          |
| IHS                         | Shirl Eastep       | 951-3951          |
| IRS                         | Mike Birdsong      | 297-4014          |
|                             | Steve England      | 297-4316          |
|                             | Connie Wells       | 297-4740          |
| NOAA                        | Liz Quoetone       | 366-6560<br>x4278 |
| SSA                         | Janis Jones        | 605-3006          |
| Tinker AFB                  | Larry Sella        | 734-7844<br>x3950 |
| USGS                        | Karen Steele       | 810-4400          |
| VA Medical Center           | Suzie Carter       | 297-5965          |

### *Events On the Horizon*

#### **September**

**State Fair Found People's Booth:** At the annual State Fair of Oklahoma, volunteers staff the "lost children" tent and assist fairgoers. *In 2002, 210 Federal employees volunteered 869 hours at the Oklahoma State Fair Found People's Booth.*

*Luciann Whitthorne/HUD/405-553-7405.*


For more information about the FECC, please visit our web site at:

<http://www.oklahoma.feb.gov/feccindex.html>



## UPCOMING EVENTS

### May

|                                   |   |
|-----------------------------------|---|
| <b>May 4-10, 2003</b>             | <b>Public Service Recognition Week</b>  |
| <b>May 5, 2003</b>                | <b>FEB Awards Luncheon</b><br>O'Club, Tinker AFB, OK<br>POC: FEB Office 405-231-4167                                      |
| <b>May 6, 2003</b>                | <b>Shared Neutrals Council</b><br>Location to be determined<br>POC: Stephen Kovash 580-436-8708                           |
| <b>May 8, 2003</b><br>11:30       | <b>Society of Government Meeting Professionals</b><br>Marriott Hotel  |
| <b>My 8, 2003</b><br>1:00 pm      | <b>Federal Quality Council</b><br>National Weather Service<br>POC: Ken Lunsford 405-869-6404                              |
| <b>May 9, 2003</b><br>All Day     | <b>Government on Display at the Mall</b><br>Crossroad Mall, Oklahoma City<br>POC: FEB Office, 405-231-4167                |
| <b>May 13, 2003</b><br>9:30 am    | <b>Workforce Diversity Council</b><br>Federal Highway Administration<br>POC: David Bonnick 405-954-5537                   |
| <b>May 14, 2003</b><br>All Day    | <b>ECQ-3: Results Driven (training)</b><br>Hilton, Northwest OKC<br>POC: FEB Office, 405-231-4167                         |
| <b>May 15, 2003</b><br>2:00 pm    | <b>Council on Disability Concerns</b><br>Federal Highway Administration<br>POC: Shannon Dumont 405-605-6166               |
| <b>May 15, 2003</b><br>3:30 pm    | <b>Black Program Council</b><br>Federal Highway Administration<br>POC: Eddie Allen 405-734-3438                           |
| <b>May 16, 2003</b><br>10:00 am   | <b>American Indian Council</b><br>BIA, Wewoka Agency Long 76<br><br>POC: Mary Lou Drywater 405-790-1040                   |
| <b>May 20, 2003</b>               | <b>Federal Employees Care Council</b><br>Ronald McDonald House<br>POC: Mike Birdsong 405-297-4014                         |
| <b>May 21, 2003</b><br>10:00 am   | <b>Interagency Training Council</b><br>Location to be announced<br>POC: Joyce Smith, 405-521-4539                         |
| <b>May 21, 2003</b>               | <b>FEB Luncheon</b><br>Holiday Inn, 6200 N Robinson, OKC<br>POC: FEB Office, 405-231-4167                                 |
| <b>May 26, 2003</b>               | <b>Memorial Day</b>   |
| <b>May 26, 2003</b><br>1:00 pm    | <b>National Moment of Remembrance</b>  |
| <b>May 30, 2003</b><br>12:00 noon | <b>Naturalization Ceremony</b><br>US District Courthouse, Oklahoma City   |

*Of all the things a leader should fear, complacency should head the list.*  
—John C. Maxwell

## Your Federal Executive Board

**The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.**

The general goals are:

- *Communicate*—The FEB provides a forum for member agencies to share each other's initiatives, successes, concerns, challenges, and informs the local community of national interagency policies and priorities.
- *Coordinate Emergency & Other Inter-agency Actions*—The FEB stands ready to immediately facilitate resources of the Oklahoma federal community, whether to aid a member agency in crisis, assist the citizenry in a public emergency, or implement initiatives that affect the federal community.
- *Facilitate Customer Service*—The FEB draws together agencies with common clients so that government services are convenient for the customers.
- *Partner with Community Groups*—The FEB partners with community groups to identify and help resolve challenges.
- *Reduce Costs and Improve Efficiency*—The FEB brings together agencies with common goals to pool experiences and resources so their efforts are complementary and more cost effective.

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### ***Elected Officers:***

**Chair:** Vince Howie, Director of Staff  
Tinker Air Force Base

**Vice-Chair:** Col Dean Despinoy, Cmdr  
507th Air Refueling Wing

### ***Staff:***

**Director:** LeAnn Jenkins

**Secretary:** Trish Plowman

**Clerical Support:** Savina Parks

**Program Support:** Constance Ward

*Please feel free to copy this newsletter & distribute. This is also available at <http://www.oklahoma.feb.gov>*





## Oklahoma Federal Executive Board May Luncheon



|                           |  |
|---------------------------|--|
| <b>Date:</b>              | <i>Wednesday, May 21, 2003</i>   |
| <b>Time:</b>              | <i>11:30 a.m.—1:00 p.m.</i>  |
| <b>Location:</b>          | <i>Holiday Inn, 6200 N. Robinson, Oklahoma City</i>  |
| <b>Who Should Attend:</b> | <i>All federal leaders, managers, and HR professionals; however this luncheon is an open meeting and will be informative for anyone in attendance.</i> |
| <b>Cost:</b>              | <i>\$10.00</i>   |
| <b>Speaker:</b>           | <i>Office of Personnel Management Representative from the Dallas Field Office</i>  |

The strategic management of human capital is one of the five items in President Bush's Management Agenda. The luncheon speaker will present:

- an overview of the Office of Personnel Management's Human Capital initiative,
- how they have been tasked to lead this initiative and assist federal agencies, and
- a tool that OPM has developed for agencies to help agencies accomplish what their headquarters will be tasked with, essentially providing a Human Capital Assessment and Accountability Framework.

Name \_\_\_\_\_ Agency \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Method of Payment \_\_\_\_\_



|                               |                                |                                      |  |
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|-----------------|---|
| Please mail to: | Oklahoma Federal Executive Board<br>215 Dean A. McGee, Ste 320<br>Oklahoma City, OK 73102 |
| OR fax to:      | (405) 231-4165  |

**Checks should be made payable to the Oklahoma Federal Executive Board**

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 16, 2003. However, after that date, registrations must be honored. If you are unable to attend, substitute attendees are authorized and encouraged.



|   |  |   |
|---|--|---|
|  | <p><b><i>ECQ-3: Results Driven</i></b></p> <p><b>Rocket Ride to Results...Launch Your Goals!</b></p> |  |
|---|--|---|

|                 |   |
|-----------------|---|
| <b>Where:</b>   | <b>Hilton Inn, Northwest, 2945 NW Expressway, OKC</b>           |
| <b>When:</b>    | May, 14, 2003   |
| <b>Time:</b>    | Registration will be from 7:30-8:00am – Training: 8:00am-4:30pm |
| <b>Trainer:</b> | <b>Marti Kavanaugh, Kavanaugh Consulting</b>                    |

**Leave this seminar at ‘mach’ speed with your personal “Flight Plan” in hand:**

- ✓ Goals and timelines are SET
- ✓ Success barriers are IDENTIFIED
- ✓ Accountability systems are ACTIVATED

Don’t miss the blast-off!

**This training is an open event and would be useful for  
any government leader, manager, or employee.**

**Cost for this one day of training: \$80.00 per person**

(or you can purchase the entire Leadership Series [6 training days] for \$500 prior to March 20, 2002)

Forms for the ‘series’ are available on [www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)

|                |               |
|----------------|---------------|
| Name: _____    | Agency: _____ |
| Address: _____ | Phone: _____  |

Method of Payment: \_\_\_\_\_

|                 |   |
|-----------------|---|
| Please mail to: | Oklahoma Federal Executive Board<br>215 Dean A. McGee, Ste 320<br>Oklahoma City, OK 73102 |
| or fax to:      | (405) 231-4165  |

**Checks should be made payable to the Oklahoma Federal Executive Board**

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## 2003 Public Service Recognition Week Employee of the Year Awards Banquet



|  |  |
|--|--|
| <p><b>2003 National Theme: Celebrating Government Workers Nationwide</b></p> <p>Speaker: Oscar Jackson, Administrator of the Office of Personnel Management and Cabinet Secretary of Human Resources for the State of Oklahoma</p> | <p><b>Event information:</b></p> <p>Date: Monday, May 5, 2003<br/>Time: 11:30am-1:00pm<br/>Location: Officers' Club, Tinker AFB (Air Depot entrance)</p> |
|--|--|

**Menu:** Salad, Roasted Strip Loin, Vegetables, Dessert with Iced Tea and Coffee

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$15.00 per person**

**Payment:**

☐ Cash
 ☐ Check
 ☐ Credit Card
 ☐ Voucher  
☐ Enclosed
 ☐ Pay at the Door

***Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations. This allows expedited entry into the ballroom, without checking in at the registration table.***

Please mail to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102

Or fax to: 405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 25, 2003. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*

**PLEASE POST FOR ALL EMPLOYEES**



OKLAHOMA FEDERAL EXECUTIVE BOARD  
215 DEAN A MCGEE STE 320  
OKLAHOMA CITY OK 73102-3422  
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